



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • www.lacdc.org • TTY: 323.838.7449



Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

**AGENDA
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION
WEDNESDAY, JANUARY 26, 2005
12:00 NOON
ATHENS WESTMONT BUSINESS CENTER
11601 S. WESTERN AVE.
LOS ANGELES, CALIFORNIA 90047
(323) 242-6895**

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1. Call to Order:

2. Roll Call:

Henry Porter, Chair
Lynn Caffrey Gabriel, Vice Chair
Chris Amegatcher
Severyn Aszkenazy
Philip Dauk
Treneatra Farmer
Sharon M.Y. Lowe
Andrew Nguyen

3. Reading and Approval of the Minutes of the Previous Meeting:

Regular Meeting of December 22, 2004

4. Report of the Executive Director

**5. Staff Presentation: Tenants' Usage of Outlets and Extension Cords –
Arlene Black**

6. Staff Presentation: Ralph M. Brown Act – Matt Lust

7. Selection of Representatives to Attend the NAHRO Conference

**8. Public Comments: The public may speak on matters that are within the
jurisdiction of the Housing Commission. Each person is limited to three
minutes.**



Regular Agenda

9. Approve Housing Commission Travel Policy

Recommendation: Approve the new Housing Commission Travel Policy for implementation. (APPROVE)

10. Approve Purchase Agreement for 1,153 Wall Furnaces for 1,104 Public Housing Units (4, 5)

Recommendation: Recommend approval and authorize the Executive Director to execute a Purchase Agreement and all related documents with Air Cold Supply-A Ferguson Enterprise, in the amount of \$363,203,65, to purchase wall furnaces for the following housing developments: Carmelitos, located at 761 Via Carmelitos, Long Beach; Foothill Villa, located at 2423 Foothill Boulevard, La Crescenta; Harbor Hills, located at 26607 South Western Avenue, Lomita; and Orchard Arms, located at 23410 Wiley Canyon Road, Valencia. (APPROVE)

11. Approve Amendment No. 1 to Contract with PHA Financial to expand services and add related compensation for assistance with implementation of regulatory changes for public housing programs (ALL DISTRICTS)

Recommendation: Recommend approval and authorize the Executive Director to execute Amendment No. 1 to the Contract with PHA Financial, to expand the scope of services to include assistance with the implementation of regulatory changes for public housing programs, and to increase compensation by \$30,000, from \$49,999 to \$79,999, for the additional services. (APPROVE)

12. Housing Commissioner Comments and Recommendations for Future Agenda Items.

Housing Commissioners may provide comments or suggestions for future agenda items.

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 2 Coral Circle in the City of Monterey Park. Access to the agenda and supporting documents is also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (323) 838-5051, or by e-mail at Marisol.Ramirez@lacdc.org, from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

MINUTES FOR THE REGULAR MEETING OF THE

LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, December 22, 2004

The meeting was convened at the Housing Authority's main office located at 2 Coral Circle, Monterey Park, California.

Digest of the meeting. The minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair Treneatra Farmer at 12:15 p.m.

ROLL CALL	<u>Present</u>	<u>Absent</u>
Chris Amegatcher	X	
Severyn Aszkenazy	X	
Philip Dauk	X	
Treneatra Farmer	X	
Lynn Caffrey Gabriel	X	
Sharon M.Y. Lowe	X	
Andrew Nguyen	X	
Henry Porter, Jr.	X	

PARTIAL LIST OF STAFF PRESENT:

Bobbette Glover, Assistant Executive Director
Rebecca Craigo, Director, Assisted Housing Division
Marie Quon-Hom, Assisted Housing Division
Jim Becker, Manager, Assisted Housing Division
Arlene Black, Manager, Housing Management Division
Carolina Romo, Manager, Housing Management Division
Esther Keosababian, Manager, Housing Management Division
Geoffery Siebens, Manager, Construction Management Division
Kevin Fulton, Manager, Housing Management Division
Karen Ramirez-Smith, Manager, Executive Office of Budget
Bob Nishimura, Fraud Investigator, Office of Executive Management

GUESTS PRESENT:

Stacy Roa, Deputy, 4th District

Reading and Approval of the Minutes of the Previous Meetings

On Motion by Commissioner Porter, seconded by Commissioner Severyn Aszkenazy, the Minutes of the Regular Meeting of November 17, 2004 and the Special Meeting of November 22, 2004, were approved.

Agenda Item No. 4 - Report of the Executive Director

This report was presented by Bobbette Glover with staff participation.

Bobbette Glover extended best wishes for the holidays and thanked the Commissioners for the gift basket and candy. Ms. Glover recognized the presence of Stacy Roa, Board Deputy to Supervisor Don Knabe, Fourth Supervisorial District.

Kevin Fulton, Arlene Black, Carolina Romo, and Becky Craigo reported on the holiday festivities and toy distributions held for program participants. Supervisors Knabe and Molina assisted with donations that helped make these events successful.

Ms. Romo reported that roof inspections have been completed at all sites, pursuant to Commissioner Aszkenazy's request. An evacuation drill was also recently conducted at South Bay Gardens, with 33 percent participation.

Bobbette Glover reported that on the day before Thanksgiving Day one section of Nueva Marvailla experienced a power outage due to an undersized volt box, which has been replaced. Geoffery Siebens reported that this morning another power outage occurred at Nueva Maravilla caused by obsolete cabling systems, which will soon be replaced with copper wiring.

Discussion took place regarding electrical safety. Ms. Glover will report back on how to address tenant safety as it relates to the use of extension cords and electrical outlets.

Graduation was recently held at Central High School, an alternative high school based at Nueva Maravilla, which provides opportunities for students who have difficulty participating in a regular curriculum. With the special assistance provided by this program, many students are able to advance on to college.

Agenda Item No. 5 – Presentation By Bobbette Glover Regarding the Community Development Commission/UCLA Service Learning Center and the 105th Street and Normandie Community

Bobbette Glover made a power point presentation on plans for development of the Community Development Commission/UCLA Service Learning Center, and the positive impact that this facility will have on the surrounding community.

Agenda Items No. 6 – Public Comments

No members of the public were in attendance

Regular Agenda

On Motion by Commissioner Aszkenazy, seconded by Commissioner Porter and unanimously carried, the following was approved by the Housing Commission:

**APPROVE CONSTRUCTION CONTRACT FOR DWELLING STRUCTURE
IMPROVEMENTS AT THE WILLOWBROOK TOWNHOMES (2)
AGENDA ITEM NO. 7**

1. Recommend that the Board of Commissioners find that the completion of dwelling structure improvements at the Willowbrook Townhomes, located at 11718-11740 Willowbrook Avenue, in unincorporated South Los Angeles County, are exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the award of a Construction Contract in the amount of \$301,600 to C.A.S. General Contractor, to complete dwelling structure improvements at the subject properties; and authorize the Executive Director of the Housing Authority to execute the Construction Contract and all related documents, to be effective upon the issuance of the Notice of Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$301,600 in Section 8 Operating Reserve funds allocated by the U.S. Department of Housing and Urban Development (HUD), for the purposes described herein; and authorize the Executive Director to approve Construction Contract change orders not exceeding \$60,320 for unforeseen project costs, using the same source of funds.

On Motion by Commissioner Lowe, seconded by Commissioner Porter and unanimously carried, the following was approved by the Housing Commission:

**APPROVE CONSTRUCTION CONTRACT FOR SITE AND DWELLING STRUCTURE
IMPROVEMENTS AT THE WEST 107TH STREET FAMILY DEVELOPMENT (2)
AGENDA ITEM NO. 8**

1. Recommend that the Board of Commissioners find that the completion of site and dwelling structure improvements at the West 107th Street family housing development, located at 1320 West 107th Street, in unincorporated South Los Angeles, are exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.

2. Recommend that the Board of Commissioners approve the award of a Construction Contract in the amount of \$650,283 to M.L. Construction, to complete site and dwelling structure improvements at the subject properties; and authorize the Executive Director of the Housing Authority to execute the Construction Contract and all related documents, to be effective 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$152,300 in Capital Fund Program funds allocated by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2004-2005 Capital budget, and \$497,983 in Capital Fund Program funds to be incorporated into the approved Fiscal Year 2004-2005 Capital budget, for the purposes described herein.
4. Recommend that the Board of Commissioners authorize the Executive Director to approve Construction Contract change orders in an amount not to exceed \$130,056 for unforeseen project costs, using Capital Fund Program funds; and authorize the Executive Director to incorporate the funds into the Housing Authority's Capital budget, as needed.

On Motion by Commissioner Dauk, seconded by Commissioner Porter and unanimously carried, the following was approved by the Housing Commission:

AUTHORIZE AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN THE HOUSING AUTHORITY AND THE REGENTS OF THE UNIVERSITY
OF CALIFORNIA (ALL DISTRICTS)
AGENDA ITEM NO. 9

1. Recommend that the Board of Commissioners authorize the Executive Director of the Housing Authority to execute an amendment to increase by \$28,000 the Memorandum of Understanding (MOU) between the Housing Authority and the Regents of the University of California to continue and expand Cooperative Extension Program services; and authorize the Executive Director to incorporate \$28,000 in agency general funds into the Housing Authority's approved Fiscal Year 2004-2005 Housing Authority budget.
2. Recommend that the Board of Commissioners authorize the Executive Director to execute future MOUs between the Housing Authority and the Regents of the University of California, consistent with the availability of funds included in the approved Fiscal Year budget and the programmatic requirements of the funding sources.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments to future MOUs, to expand the scope of services and

increase funding by a maximum of 10 percent above the approved Fiscal Year budgeted amount, for unforeseen program costs.

Prior to Approval

Commissioner Lowe requested a report on the Cooperative Extension Program. Bobbette Glover responded that a report and a copy of the new MOU would be provided at a future Housing Commission meeting.

On Motion by Commissioner Gabriel, seconded by Commissioner Aszkenazy and unanimously carried, the following was approved by the Housing Commission:

APPROVE MOTIION BY SUPERVISOR ANTONOVICH TO FUND SECTION 8
PROGRAM INVESTIGATIVE SERVICES IN PALMDALE
AGENDA ITEM NO. 10

1. Recommend that the Board of Commissioners authorize the Executive Director to prepare a Memorandum of Understanding with the City of Palmdale under which the Housing Authority will receive \$25,000 to provide Section 8 Program investigative services within the City of Palmdale and the adjacent unincorporated areas, and to execute all related documents, to be effective following approval as to form by County Counsel and execution by all parties.
2. Recommend that the Board of Commissioners authorize the Executive Director to incorporate into the Housing Authority's approved 2004-2005 Fiscal Year budget \$25,000 in general funds that the County has received from another participating city, for the Fifth Supervisorial District, in exchange for Community Development Block Grant (CDBG) Fifth District funds, and \$25,000 from the City of Palmdale; and to take related actions to fund the equivalent of one half-time investigator to perform an estimated 1,040 hours of services for the Section 8 Program within the City and the adjacent unincorporated areas, over a 12-month period.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute a Memorandum of Understanding with the City of Palmdale, and any amendments thereto, and to take any and all actions necessary to implement the services described above, without increasing the amount of funding approved by the Board.
4. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments to the Memorandum of Understanding with the City of Lancaster, as necessary to implement the services described above, without increasing the amount of funding approved by the Board.

On Motion by Commissioner Lowe, seconded by Commissioner Aszkenazy and unanimously carried, the following was approved by the Housing Commission:

**APPROVE LANDSCAPE ARCHITECTURE SERVICES AGREEMENT FOR NUEVA
MARAVILLA HOUSING DEVELOPMENT (1)
AGENDA ITEM NO. 11**

1. Recommend that the Board of Commissioners approve the award of a two-year Landscape Architecture Services Agreement (Agreement) in the amount of \$218,415 to R. Deutschman & Associates, Inc. (Consultant) to complete analysis and design, prepare plans and specifications, and perform other related work for the landscaping and irrigation replacement project for the Nueva Maravilla housing development, located at 4919 Cesar E. Chavez Avenue, in unincorporated East Los Angeles; and authorize the Executive Director of the Housing Authority to execute the Agreement and all related documents, to be effective upon execution by all parties, which will not exceed 30 days following the date of Board approval.
2. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$218,415 in Community Development Block Grant (CDBG) Float Loan funds, for the purpose described herein; and authorize the Executive Director to approve Agreement change orders not exceeding \$43,683 for unforeseen project costs, using the same source of funds.

Prior to Approval

Commissioner Porter asked if staff has considered using reclaimed water for irrigation at the sites, and suggested that plants with drought tolerant root structures be used. Robert Romanowski and Geoffery Siebens stated that these options would be explored.

On Motion by Commissioner Aszkenazy, seconded by Commissioner Porter and unanimously carried, the following was approved by the Housing Commission:

**APPROVE CHANGES TO THE SECTION 8 PROGRAM ADMINISTRATIVE PLAN OF
THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES (ALL DISTRICTS)
AGENDA ITEM NO. 12**

1. Recommend that the Board of Commissioners approve and authorize the Executive Director to implement changes to the Housing Authority's Administrative Plan for the Section 8 Program, which will reduce payments to landlords, modify occupancy standards, suspend admission to the Family Self-Sufficiency program, restrict portability to higher cost areas, modify the method by which tenant income increases are processed and require single-parent households to register with the Los Angeles County Child Support Services Department to obtain child support, as needed, to realize the cost savings

necessary to meet an approximate \$3.7 million reduction in funding from the U.S. department of Housing and Urban Development (HUD).

2. Recommend that the Board of Commissioners approve and authorize the Executive Director to implement an additional change to the Housing Authority's Administrative Plan, which will modify the method of determining the utility allowances to Section 8 participants, to further reduce Section 8 costs if the above Administrative Plan changes do not meet the funding reduction from HUD.

NOMINATIONS AND ELECTION OF CHAIR AND VICE CHAIR FOR 2005
AGENDA ITEM NO. 13

In accordance with Section 4.5 of the Housing Commission Bylaws, and by unanimous vote of the Housing Commission, Commissioner Porter was elected Chair and Commissioner Gabriel was elected Vice Chair for calendar year 2005.

Agenda Item No. 14 – Housing Commissioner Comments and Recommendations for Future Agenda Items

Commissioner Porter expressed interest in learning more about the Community Development Foundation (CDF). Bobbette Glover stated that she would arrange for a presentation at a future meeting.

Commissioner Aszkenazy suggested that the Housing Commissioners might wish to consider donating their monthly honoraria to the CDF as a charitable contribution. Bobbette Glover will explore this option and report back.

Commissioner Gabriel inquired about the availability of the Youth in Focus calendars. Bobbette Glover responded that it is under final review and will be released shortly.


Bobbette Glover announced that Kevin Fulton would be leaving the Housing Authority on January 7, 2005, and extended best wishes on his future endeavors.

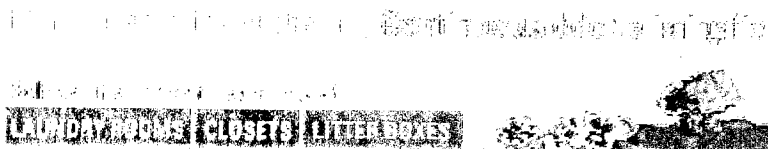
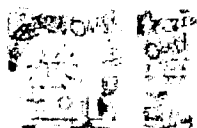
Commissioner Porter suggested conducting an outreach to program participants to ensure that they are aware of the Housing Commission meetings.

The next scheduled meeting of the Housing Commission will be held at Noon on Wednesday, January 26, 2005, at the Ujima Village Community Center located at 941 East 126th Street, Los Angeles 90059. Subsequently, the location of the January meeting was changed to 11601 S. Western Ave., Los Angeles, CA 90047.

On Motion by Commissioner Lowe, the Regular Meeting of December 22, 2004, was adjourned at 2:15 p.m.

Respectfully submitted,


for CARLOS JACKSON
Secretary - Treasurer

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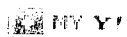
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Bush Plans Sharp Cuts in HUD Community Efforts

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Fri Jan 14, 2:26 PM EST


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 By Jonathan Weisman, *Washington Post Staff Writer*

The White House will seek to drastically shrink the Department of Housing and Urban Development (news - web sites)'s \$8 billion community branch, purging dozens of economic development projects, scrapping a rural housing program and folding high-profile anti-poverty efforts into the Labor and Commerce departments, administration officials said yesterday.



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cuts. That is because the HUD programs would have to compete for resources in Commerce and Labor budgets that are not likely to expand to accommodate the shuffle.

"I'm always willing to look at consolidation, but clearly they're using consolidation as a shield for substantial budget reductions," said Rep.

The proposal in the upcoming 2006 budget would make good on President Bush (news - web sites)'s vow to eliminate or consolidate what he sees as duplicative or ineffective programs. Officials said yesterday that economic development programs are scattered too widely in the government and have proved particularly ineffectual at HUD.

Advocates for the poor, however, contended that the White House is trying to gut federal programs for the poorest Americans to make way for tax cuts, a mission to Mars and other presidential priorities. Administration officials would not say how much the consolidation would save, but it could lead to steep funding

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Barney Frank ([news](#), [bi](#), [young record](#)) (Mass.), the ranking Democrat on the Financial Services Committee, which has jurisdiction over housing and community development programs.

The plan was detailed in a December memo from the White House Office of Management and Budget to HUD. The document provides one of the first concrete examples of the types of cuts in the works as the administration comes to grips with a soaring deficit.

"The purpose of the exercise has nothing to do with achieving or not achieving savings," said one administration official, who spoke on the condition of anonymity to avoid preempting the Feb. 7 release of the president's fiscal 2006 budget request.

"What we are trying to accomplish is to meet our obligation to people living in distressed communities, to hold communities accountable for helping those people and to become more efficient in the process," another official said.

HUD programs to be moved under proposal	Program's annual cost	Destination
Community Development Block Grant	\$4.7 billion	Commerce
Youthbuild USA high school dropout outreach	\$62 million	Labor
Brownfields Economic Development	\$23.8 million	Commerce
Rural Housing and Economic Development	\$23.8 million	Eliminated
Empowerment Zones/Renewal Community	\$9.9 million	Commerce

SOURCE: Office of Management and Budget | Graphic: The Washington Post

Congressional housing aides say the \$4.7 billion Community Development Block Grant (CDBG) program -- the bulk of the community planning budget -- could be cut as much as 50 percent. Cities have become dependent on HUD's development programs, especially the CDBG, which has existed for 30 years, city officials said. Stanley Jackson, director of the D.C. Department of Housing and Community Development, said the city has used CDBG grants of \$21 million to \$22 million a year for clinics, recreation centers, day-care facilities, literacy programs and housing development.

With housing and property values skyrocketing, the need for such programs for low-income families has never been higher, he said.

"If this is a backdoor way of eliminating a program like CDBG, it would have a profoundly negative impact on cities," said Jim Hunt, a vice president of the National League of Cities and a city council member in Clarksburg, W.Va.

Under the plan, the CDBG program -- which provides multipurpose development grants to state and local governments -- would be sent to

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the Commerce Department ([news - web sites](#)). The Urban Empowerment Zones and the Renewal Community programs -- both of which offer tax incentives for development in urban or other troubled areas -- would also go to Commerce, as would the Brownfields Economic Development Initiative, designed to revitalize abandoned industrial sites.

Youthbuild USA, a \$62 million program to teach teens home-construction skills, would be sent to the Labor Department ([news - web sites](#)). The \$24 million rural housing and economic development program would probably be eliminated.

HUD would maintain the Home Investment Partnerships to build or buy affordable housing, homeless assistance programs and housing assistance for AIDS ([news - web sites](#)) sufferers. The budget would eliminate \$260 million in economic development projects earmarked this year by lawmakers. HUD could ultimately lose a quarter of its \$31 billion budget.

White House officials said HUD employees would have to stay on the job to oversee outstanding grants for some time. But with Bush promising an aggressive attack on domestic spending, the 817 HUD community planning and development employees are girding for the worst.

"It's a body blow," said one career employee, who spoke on the condition of anonymity for fear of being fired.

The proposal could face an uphill fight in Congress, said Frank, who called the proposal "just appalling." With budgets tight, vested interests in the Commerce and Labor departments would be expected to favor their programs over the newcomers from HUD. "It wouldn't even be a fair fight," he said.

Moreover, HUD has evolved into an agency designed to support urban interests and low-income citizens, while Commerce and Labor are more receptive to business needs. Indeed, community development programs at HUD are far larger than those at Commerce and Labor, said Saul Ramirez Jr., executive director of the National Association of Housing and Redevelopment Officials and a former deputy secretary of housing. The Commerce Department's Economic Development Administration has a \$320 million budget, a fraction of CDBG's allocation.


"If there are any programs in Commerce that encourage direct economic development to some of the most disadvantaged and blighted areas, those programs are dwarfed by these programs," he said. "If [consolidation] is what they want, the reverse should be proposed."

One White House official agreed that HUD programs have more of a community focus, while the Commerce Department's Economic Development Administration is more interested in economic growth. But, he said, "they're funding a lot of the same things."

HUD's city focus may be why the White House is dismantling the HUD programs, Frank charged. "HUD is the place where mayors and urban interests can put up the strongest fight," he said.

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National Association of Housing and Redevelopment Officials



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Standing Together for Strong Communities: A Call to Action in Times of Change

March 14-16, 2005

JW Marriott Hotel

1331 Pennsylvania Avenue, Washington, DC 20004

See the [conference timeline](#) for a daily list of events.

Dear NAHRO Member:

The New Year will bring challenging times for all of us involved in affordable housing and community and economic development. NAHRO actively brings your message about the importance of these issues to legislators. Our annual Legislative Conference is the best opportunity for you to be part of that action in person. NAHRO is a well-established driving force in the legislative arena, but continued support and ideas from our members drive this mission. At the 2005 Legislative Conference, you will learn the latest information about programs and resources vital to providing safe and decent housing in strong communities. You will have the opportunity to talk with your members of Congress about the issues most important in your community. Strong turnout at the Legislative Conference will demonstrate just how important housing and community development issues are to this nation. Help us show Capitol Hill how strong and vital our industry is and how essential their support is to our local success.

Here are seven reasons why you should participate in this year's Legislative Conference:

1. Learn about the administration's 2006 budget proposal and how Senate and House appropriators are likely to respond.
2. Be part of conversations on the direction, intent and possible timing of legislative and regulatory reform efforts.
3. Understand more about the direction of the newly seated 109th Congress and the goals and objectives of the second Bush administration.
4. Listen as experts from the administration and Capitol Hill provide a road map you can use to better assess the course and direction of your programs.
5. Be heard. We absolutely must get our message out. Members of Congress and other decision-makers need to hear from NAHRO experts who know which policies work and which do not, to help them shape the future of our industry.
6. Show your commitment to our communities and the families we serve by demonstrating solidarity and strength in the face of

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Legislative Conf.

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change.

7. Help ensure a national commitment to meeting the nation's housing and economic development needs by showing our leaders that we are united in our call for a sound and pragmatic housing and community development strategy.

With a distinguished 70-year history, NAHRO is the nation's leading housing and community development organizations because of the support, knowledge and effectiveness of its members. During these changing times, we must stand up for responsible policies, pragmatic reforms, effective programs, and necessary resources to meet our nation's ongoing housing and community needs. The 2005 Legislative Conference is our opportunity to demonstrate the importance of what we do every day and the contributions those efforts make to strong, vibrant communities. With so much of what we do dependent on action from Washington, you cannot afford to miss this meeting. In times of change your voice is critical.

Sincerely,

Jim Inglis
NAHRO President

[Ready to register? Please click here.](#)

National Association of Housing and Redevelopment Officials

630 Eye Street, NW, Washington DC 20001

Toll Free: 877-866-2476 Phone: 202-289-3500 Fax: 202-289-8181

E-mail: nahro@nahro.org

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National Association of Housing and Redevelopment Officials



Conferences

Legislative Conference Timeline

(Subject to Change -- Updated 12/1/04)

Pre-Conference Seminars

(Separate registration is required.)

- Grantsmanship for Residents
March 12, 2005
Registration Begins at 8:00 a.m.
Program: 8:30 a.m.-4:30 p.m.
(Separate registration is required.)
- Commissioners Fundamentals
March 12-13, 2005
Registration Begins at 8:00 a.m.
Daily Program: 8:30 a.m.-4:30 p.m.
(Separate registration is required.)
- Workshop for Executive Directors
March 12-13, 2005
Registration Begins at 8:00 a.m.
Daily Program: 8:30 a.m.-4:30 p.m.
(Separate registration is required.)
- Section 8 Home Ownership Seminar
March 13-14, 2005
Registration Begins at Noon
Day I: 8:30 a.m.-4:30 p.m.
Day II: 8:30 a.m.-Noon
(Separate registration is required.)

- About NAHRO
- Conferences
- Jobs
- Legislative
- Member Services
- NAHRO Partners
- NAHRO Enterprises
- News
- Professional Development
- Login

Conferences

Legislative Conf.

Timeline
Registration
Info.
Pre-Conf.
Seminars
Metro System
Map
DC Visitors
Bureau

Sponsorship
Opportunities

Legislative Conference

Saturday, March 12

- *National Committee and Subcommittee Meetings*
All Day

Sunday, March 13

- *Task Force Meetings*
Morning
- *Early Bird Registration*
3:00-6:30 p.m.
- *Welcome Reception*

Audio tapes from
our conferences
are available [here](#)

6:00-7:30 p.m.

Arrive early and reconnect with your colleagues at the Conference Welcome Reception.

Monday, March 14

- *Registration*
8:00 a.m.-5:00 p.m.
- *Opening General Session*
8:30 a.m.-10:15 a.m.
Join us as we hear from our National Leadership and invited speakers.
- *Concurrent Sessions*
10:30 a.m.-Noon
Stock your tool box of program and legislative information at several timely, insightful sessions.
- *Lunch On Your Own*
Noon-1:30 p.m.
- *Commissioner's Advocacy Luncheon*
Noon-1:30 p.m.
(Separate registration is required and space is limited. Contact LaTonya Rajah-Gibbs by e-mail lgibbs@nahro.org or phone 1-877-866-2476, ext. 276, for details.)
- *Plenary Session*
1:30-3:00 p.m.
- *Concurrent Sessions*
3:15-4:45 p.m.
Additional sessions on key legislative and regulatory issues will be held featuring informative and experienced speakers.

Tuesday, March 15

- *Registration*
8:00 a.m.-5:00 p.m.
- *Advocacy Preparation and Continental Breakfast*
8:00-9:00 a.m.
Receive last minute advocacy tips before you make your Congressional visits.
- *Congressional Visits*
9:30 a.m.-5:00 p.m.
Spend this important day making contact with your congressional representatives and staff. Delegates are encouraged to contact their representatives before they arrive in Washington to schedule appointments for the 15th. Public and assisted housing residents and other HUD program beneficiaries are strongly encouraged to attend these meetings. NAHRO will provide shuttle service to the Hill in the morning. Please note because of tightened security, the buses will drop delegates off at the bottom of the Hill. The Metro and cabs also may be used to reach your appointments.
- *Hill Visit Debrief and Next Steps*
4:00-6:00 p.m.
- *Washington Reception*
6:00-8:00 p.m.
Network with your colleagues and Washington insiders over great food in a beautiful setting at NAHRO's Washington Reception.

Wednesday, March 16

- *Registration*
8:00-10:00 a.m.
- *Closing General Session and Breakfast*
8:30-10:00 a.m.

Post-Conference Seminars and Exams

- *Resident Leadership*
March 16-17, 2005
Registration Begins at 11:00 a.m.
Program Day I: Noon-5:00 p.m.
Program Day II: 8:30 a.m.-4:30 p.m.
(Separate registration is required.)
- *PHM, SHM or SPHM Exams*
March 16, 2005
Check-in: 12:30 p.m./Exams: 1:00 p.m.-3:00 p.m.
(Separate registration is required.)
- *Exam Retakes*
Exam Retakes for those who have previously taken NAHRO's HQI, Occupancy for Public Housing and Section 8, Eligibility and Rent Calculations for Public Housing and Section 8, and Workshop for EDs exams.
March 16, 2005
Check-in: 12:30 p.m./Exams: 1:00 p.m.-2:00 p.m.
(Separate registration is required.)

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FOR YOUR INFORMATION ONLY

January 26, 2005

TO: Housing Commissioners

FROM: Rebecca L. Craig, Director
Assisted Housing Division

SUBJECT: **THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM**

FSS Program Update

For the month of December, FSS enrolled 9 new Section 8 Housing Choice Voucher (HCV) participants into the FSS program. Additionally, FSS has 32 processed and ready for enrollment effective January 2005.

Last month, FSS awarded three educational scholarships to FSS participants to assist with their college tuition for Fall 2004. FSS provided bus passes to seven working families to assist them with their commute to work or school. In addition, FSS provided job referrals to 2 participants.

And finally, thanks to the support from the Community Development Commission (CDC) Executive Office, the Director of Assisted Housing, the City of Santa Fe Springs and the staff from Housing Management, FSS ended their year by successfully giving out hundreds of toys to needy children between 0-9 years of age to families participating on the FSS, HCV, and the public housing residents. Families were invited from across Los Angeles County to participate in FSS' *First Annual Holiday Event* coordinated in collaboration with the Marine Corps Reserves, *Toys for Tots*.

Graduations

This month, one family graduated from FSS. The total number of graduates to date is 129.

If you have any questions, please call me at (562) 347-4880.

RLC:MF:CL:dt
Commissionreport12.04



HOUSE NOTES

A Newsletter for Los Angeles County Section 8 Owners

- Housing Authority of the County of Los Angeles
- JANUARY 2005

Housing Authority of the County of Los Angeles

Main Office

12131 Telegraph Road
Santa Fe Springs, CA 90670

Mailing Address

PO Box 2129
Santa Fe Springs, CA 90670

Phone: (562) 347-4663
(800) 731-4663

TDD: (562) 906-4928

Website: www.hacola.org

Highlights In This Issue:

Reductions in Funding May Affect Your Tenant's Section 8 Rental Assistance

Agency Plan

Lead - Based Paint Regulations

Owner Workshops

The Public Liaison Unit hosts a series of workshops geared at providing clear and concise information regarding the policies and procedures governing the Section 8 program.

HACoLA's 2005 workshop schedule is coming soon.

If you are interested in attending a workshop, please call Lorie Perez at (562) 347-4663 ext. 8177.

Property Listings

Are you aware that you can list your vacant unit free of charge with the Housing Authority? Each week we put together a list of available rental units. The list is utilized by hundreds of Section 8 participants on a daily basis.

If you would like to include your available rental in the list, please call Lorie Perez at (562) 347-4663 ext. 8177, or visit our website at www.hacola.org to download a Property Listing form and instructions.

REDUCTIONS IN SECTION 8 FUNDING MAY AFFECT YOUR TENANT'S SECTION 8 RENTAL ASSISTANCE

Recently, the federal government has made changes to the Section 8 program. Because of these changes, many housing authorities, including the Housing Authority of the County of Los Angeles have faced reductions in federal funding.

In light of the funding reductions, the Housing Authority is diligently pursuing reasonable efforts to develop cost effective measures that result in minimal impacts to owners and families participating in the Section 8 Program. The changes, which were approved on January 4, 2005 by the Los Angeles County Board of Supervisors (the Board of Commissioners for the Housing Authority), may affect your tenant's participation.

• REDUCING THE PAYMENT STANDARDS

The Housing Authority is reducing its payment standards from 100% to 90% of the Fair Market Rent. The payment standards determine the amount of subsidy the Housing Authority can apply towards monthly rent, but it does not affect the total contract rent that owners may charge.

The reduced payment standards are effective January 4, 2005, for all new contracts including moves. For existing contracts, the Housing Authority will be giving assisted families a one-year notice according to HUD requirements. As a result, the reduced payment standards will apply to families with existing contracts at their annual re-examination beginning in February 2006.

Payment Standards for the Housing Authority of the County of Los Angeles Effective January 4, 2005

0-bedroom	1-bedroom	2-bedroom	3-bedroom	4-bedroom	5-bedroom
\$671	\$810	\$1,011	\$1,359	\$1,634	\$1,879

• CHANGING THE OCCUPANCY STANDARDS

Occupancy Standards determine the number of bedrooms needed for assisted families based upon the number of occupants who will reside in the assisted unit. Since 2000, the occupancy standard allowed one bedroom for the head of household and a bedroom for every two persons thereafter. Effective January 4, 2005, for new contracts and moves, the occupancy standard will change to allow two persons per bedroom. This change will be applied to existing contracts at the assisted family's next annual re-examination, beginning February 2005.

• SUSPENSION OF NEW ADMISSIONS TO THE FAMILY SELF SUFFICIENCY PROGRAM (FSS)

The Family Self Sufficiency Program promotes the development of local strategies to enable families to achieve economic independence and self-sufficiency. Using HAP funds, an escrow account is established and paid to the assisted family upon completion of their contract of participation. As a cost saving measure, effective January 4, 2005, the Housing Authority will suspend new admissions to the FSS Program. This change will not affect assisted families currently enrolled in the FSS Program.

• PORTABILITY RESTRICTION

Portability is the process in which assisted families may locate a unit and receive assistance anywhere within the United States where there is a housing authority administering a Section 8 program. Effective January 4, 2005, the Housing Authority will be restricting portability to higher cost areas for its new and assisted families. This means that a new or assisted family will not be permitted to move to a different Housing Authority's jurisdiction if the new subsidy is higher than the current subsidy, unless the receiving Housing Authority chooses to absorb the new or assisted family into their Section 8 program.

• CHANGE OF INCOME RE-EXAMINATIONS

Assisted families are required to submit changes of income to the Housing Authority immediately in writing. Effective January 4, 2005, the Housing Authority will now process reported increases in income (called interim re-examinations) when the Housing Authority receives the reported change, instead of waiting until the assisted family's next annual re-examination. The Housing Authority will continue to provide a 30-day advance notice of any increase to the family's portion of rent.

• CHILD SUPPORT FOR DEPENDENT CHILDREN

Effective January 4, 2005, the Housing Authority will be requiring assisted families to register with the Los Angeles County Child Support Services Department, if applicable, to facilitate child support income for dependent children. To contact the Los Angeles Child Support Services Department, please call their 24-hour hotline at (323) 890-9800 or visit their website at <http://childsupport.co.la.ca.us>

These changes to the Administrative Plan will allow for more effective administration of the Section 8 Program, in accordance with federal law and HUD requirements. If you have questions regarding these changes, please contact our hotline at (562) 347-4851.

LEAD-BASED PAINT REGULATIONS

All assisted units built prior to 1978 that are occupied by families with children under the age of 6 years old are subject to a lead hazard visual assessment.

While conducting an inspection of a unit built prior to 1978, our inspectors will look for deteriorated paint, visible paint dust, paint chips and/or debris on both the interior and exterior of the unit. For multi-family units, the exterior would include common areas such as hallways, laundry rooms and play areas.

Deteriorated paint is defined as paint that is peeling, chipping, chalking or cracking, or paint that is damaged or separated from the substrate (the surface to which the paint is applied)

If the inspector discovers deteriorated paint above de minimis levels, the unit will fail inspection. De minimis levels are related to the size of deterioration. These levels control how the paint repair should be made.

The HUD established de minimis levels are: a) 20 square feet on exterior surfaces, b) 2 square feet on interior surfaces in any one interior room or space, and c) 10 percent of the total surface area on an interior or exterior type of component with a small surface area (window sills, baseboards, trim, etc.)

Deteriorated paint that exceed these levels thus resulting in a failed lead-based paint visual assessment must be corrected using lead safe work practices followed by a clearance inspection and submission of clearance report within 30 days or HAP will be abated according to Housing Authority policy.

Hassle Free Direct Deposit

Enrolling in our direct deposit program is easy and will save you time and worry over waiting for a check to deposit into your bank account. Electing to receive your payment via direct deposit ensures that you will receive your monthly Housing Assistance Payment directly into the bank account that you specify by the first of every month.

For more information about the direct deposit program, call Veronica Medrano at the Housing Authority at (562) 347-4663 ext. 8161 or visit our website at www.hacola.org to download a direct deposit enrollment form.

PUBLIC NOTICE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES PROPOSED AGENCY PLAN FOR FISCAL YEAR 2004-2005 12131 TELEGRAPH ROAD, SANTA FE SPRINGS, CALIFORNIA 90670

The Housing Authority of the County of Los Angeles is required to submit an Annual Plan to the U.S. Department of Housing and Urban Development (HUD) each year. The Annual Plan provides information on the Housing Authority's policies, programs, operations and strategies for meeting local housing needs and goals. The Annual Plan also contains the Housing Authority's Administrative Plan, which outlines the policies and procedures that govern the Section 8 Program administered by the Housing Authority. The Administrative Plan has been revised accordingly.

HUD also wants to make sure that assisted families and the public have an opportunity to participate. Therefore, the Annual Plan and its attachments will be available for your inspection during a forty-five day public review and comment period from **December 29, 2004 through February 11, 2005**. As Owners participating in the Section 8 Program, we encourage you to review the proposed document, at any of the locations listed below, and submit any questions or comments you may have.

1st District

Nueva Maravilla Housing Development, 4919 Cesar E. Chavez Avenue, Los Angeles
Section 8 Administrative Office, 12131 E. Telegraph Road, Santa Fe Springs
Francisquito Villa Housing Development, 14622 Francisquito Avenue, La Puente
Graham Library, 1900 East Firestone Boulevard, Los Angeles
Maywood Library, 4323 East Slauson Avenue, Maywood

2nd District

Century Wilton Housing Development, 10025 Wilton Place, Los Angeles
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Carmelitos Housing Development, 700 Via Wanda, Long Beach
Harbor Hills Housing Development, 26607 South Western Avenue, Lomita
South Whittier Community Resource Center, 10750 Laurel Avenue, Whittier
Paramount Library, 16254 Colorado Avenue, Paramount

5th District

Foothill Villa, 2423 Foothill Boulevard, La Crescenta
Orchard Arms, 23410 Wiley Canyon Road, Valencia
Section 8 Lancaster Office, 43770 15th Street West, Suite 115, Lancaster
Glendora Library, 140 South Glendora Avenue, Glendora
La Verne Library, 3640 "D" Street, La Verne

The Annual Agency Plan **public hearing** will be held before the Housing Authority Board of Commissioners on:

March 22, 2005 ♦ 9:30 a.m.
Board Hearing Room – 381 Kenneth Hahn Hall of Administration
500 West Temple Street – Los Angeles, CA 90012

Copies of the proposed document are also available for review at the Housing Authority of the County of Los Angeles, 2 Coral Circle, Monterey Park, CA 91755 and at the Section 8 Administrative Office, 12131 Telegraph Road, Santa Fe Springs, CA 90670. Citizens wishing to submit written comments or questions may mail them to the Housing Authority of the County of Los Angeles (HACoLA), to the attention of Liz Matusow, or may call 562-347-4663 or 800-731-4663, extension 8262. You may also submit questions and comments at www.hacola.org. A Braille summary of the Annual Plan will be available for review at the Housing Authority and Section 8 Administrative Offices.

NEW! DOWNLOADABLE FORMS

Did you know that our Request for Rent Increase form, the Property Listing form, the Direct Deposit form and many other frequently used forms are available to you 24 hours a day, 7 days a week, via our website?

Section 8 Owner information and many frequently used forms are now available online and can be accessed through the Owner Frequently Asked Questions link on our website located at www.HACOLA.org. We have also provided links to several federal and state websites.

Please visit our website. We welcome your comments.



House Notes is a publication of the Housing Authority of the County of Los Angeles, which is dedicated to building better lives and better neighborhoods. For questions regarding this newsletter, please contact House Notes editor, Debra Scott at the Housing Authority of the County of Los Angeles, P.O. Box 2129, Santa Fe Springs, CA 90670 or at (562) 347-4663 ext. 8180.

TENANT TALK

A Publication of the Housing Authority of the County
of Los Angeles for Section 8 Program participants
• JANUARY 2005

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Changes That May Affect Your
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Agency Plan

Tenant Workshops

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If you are interested in attending a workshop, please call Lorie Perez at (562) 347-4663 ext. 8177.

County of Los Angeles Safely Surrendered Baby Law

**no shame.
no blame.
no names.**

Did you know that newborn babies can be safely given up at any Los Angeles County Emergency room or fire station?

In California, the Safely Surrendered Baby Law allows birth parent(s) to legally, confidentially, and safely give up their baby with no fear of arrest or prosecution for abandonment as long as the baby has not been abused or neglected. The law does not require that names be given when the baby is surrendered. Parents can safely surrender their baby within 3 days of birth to any hospital emergency room staff member or designated fire station in the County of Los Angeles at anytime, 24 hours a day, 7 days a week.

For more information on the Safely Surrendered Baby Law in Los Angeles County, please call (877) 222-9723 or visit their website at www.babysafela.org

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Need Credit Counseling?

Consumer Credit Counseling Service of Los Angeles (CCCS) can help. CCCS helps people prevent and solve their money management difficulties through debt repayment program, low cost, and confidential one-on-one counseling and educational programs.

Featured Educational Workshops include:

- Credit Report Review
- Debt Solutions - The Alternatives
- Budgeting and Cash Flow Management
- First-Time Homebuyer Seminar

To inquire about these and other services provided by CCCS, please call (800) 750-2227 or visit their website at www.cccsla.org. CCCS has locations in Los Angeles, Glendale, Granada Hills, Palmdale, Rancho Dominguez, South Central, West Covina, and Woodland Hills. CCCS is a non-profit organization.

Repayment of Debt owed to the Housing Authority by Assisted Families

Assisted Families who owe money to the Housing Authority of the County of Los Angeles as a result of the assisted family's failure to report increases in household income, will be required to reimburse the Housing Authority for the overpayment of the Housing Assistance Payment paid to their owner, in accordance with the rules and regulations set forth in the Housing Authority's Administrative.

The Housing Authority may choose to enter into a repayment agreement with the assisted family. The assisted family would be required to comply with the terms of the repayment agreement or risk further actions by the Housing Authority including debt collection through a collection agency, civil action and filing with all major credit reporting agencies. Whether or not the terms of the repayment agreement are met, the Housing Authority does not waive its right to take other action including termination of rental assistance. Cases may also be referred to the Office of Inspector General for criminal prosecution.

If the Housing Authority chooses not to enter into a repayment agreement, if the assisted family breaches the terms of repayment agreement, or wishes to move, the Housing Authority may demand payment of the balance owed in full.

PUBLIC NOTICE

HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

PROPOSED AGENCY PLAN FOR FISCAL YEAR 2004-2005

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Copias del documento también están disponibles para revisar en la Autoridad de Viviendas del Condado de Los Angeles, 2 Coral Circle, Monterey Park, CA 91755 y en la Oficina Administrativa del Programa Sección 8, 12131 Telegraph Road, Santa Fe Springs, CA 90670 durante un período público de cuarenta y cinco días, empezando el 29 de Diciembre, 2004 hasta el 11 de Febrero, 2005. Para hacer algun comentario o pregunta escriba a la Oficina Administrativa a la atención de Victor Viramontes o puede llamar a 562-347-4663 or 800-731-4663 ext. 8262. También puede someter comentarios o preguntas a www.hacola.org.

Копии документов также доступны для обзора в офисе Жилищного Управления Графства Лос-Анджелес по адресу: 2 Coral Circle, Monterey Park, CA 91755, а также в Административном Офисе 8-й Программы, по адресу: 12131 Telegraph Road, Santa Fe Springs, CA 90670 в течении 45-дневного периода для комментариев, который был продлен с 29 Декабрь 2004 года до 11 февраля 2005 года. Граждане, желающие подать письменные комментарии или вопросы относительно государственной жилплощади могут адресовать их в офис Жилищного Управления Графства Лос-Анджелес (HACoLA), к вниманию Galina Metelava, или вы можете позвонить по телефону 562-347-4663 или 800-731-4663 # 8262. Также Вы можете послать вопросы и комментарии по интернету www.hacola.org. Обобщенная версия Годового Плана доступна для обзора в офисе Жилищного Управления и в Административном офисе 8-й Программы.



Tenant Talk is a publication of the Housing Authority of the County of Los Angeles, which is dedicated to building better lives and better neighborhoods. For questions regarding this newsletter, please contact Tenant Talk editor, Debra Scott at the Housing Authority of the County of Los Angeles, P.O. Box 2129, Santa Fe Springs, CA 90670 or at (562) 347-4663 ext. 8180.

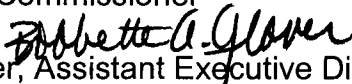
Para recibir una copia de este boletín traducido en español, por favor comuníquese con Anita Nunez. Por correo: Housing Authority of the County of Los Angeles, PO Box 2129, Santa Fe Springs, CA 90670. Por teléfono: (562) 347-4851.

Если вы хотите получить русский перевод этой информации просим звонить представителю Восьмой программы Галине Метелевой по тел. (562) 347-4663 доп. 8037 (по средам и пятницам).

Housing Authority - County of Los Angeles

January 26, 2005

TO: Each Housing Commissioner
FROM: Bobbette Glover, Assistant Executive Director



SUBJECT: TRAVEL POLICY

Attached for your approval is the new Housing Commission Travel Policy. This document mirrors the policies and procedures currently in place for staff of the Housing Authority/Community Development Commission and the County of Los Angeles.

BG:ajm:hc travel policy

Attachment

LOS ANGELES COUNTY HOUSING COMMISSION TRAVEL POLICY

I. PURPOSE

The purpose of this policy is to provide guidelines for travel by Housing Commissioners when conducting Housing Commission business. The policy defines permissible travel and describes procedures such as travel requests and approvals, travel arrangements and expense reimbursements.

II. BACKGROUND

Section 2.75.080, Expenses, of the Los Angeles County Code provides for Housing Commissioners to be reimbursed for actual and necessary expenses when required to travel in the performance of their duties, including transportation, meals and lodging.

The Board of Supervisors sets the standards for permissible travel and reimbursements, which are subject to change annually. The Executive Director administers travel policies approved by the Board of Supervisors and adopted for use by the Housing Authority. The Executive Office of the Housing Authority is responsible for coordinating travel plans and reconciling expenses.

III. PERMITTED TRAVEL

Housing Commissioners are reimbursed for travel expenses when as part of their duties they are required to attend meetings, conferences, special events and other functions. Reimbursements are also provided for travel related to education and training to enhance the effectiveness of the Housing Commissioners.

Travel for Housing Commission Meetings. Honoraria and mileage reimbursements are provided for each Housing Commission meeting actually attended. The Executive Office processes these monthly reimbursements, based on the approved rates.

Other Travel for the Housing Commission. The Executive Director approves all non-routine travel, including attendance at out-of-town conferences, workshops and training seminars, legislative hearings and other special functions. The Executive Office is responsible for making travel arrangements and reconciling expenses.

IV. TRAVEL ARRANGEMENTS

The Executive Office will make arrangements for approved travel, including registration fees, airline tickets, rental car reservations, hotel reservations, travel advances and other related expenses. However, Housing Commissioners may request permission to make their own arrangements, and submit receipts to the Executive Office at the end of the trip. Travel costs may not exceed the limits established by the Board of Supervisors.

Travel Expenses. Travel reimbursement rates are published periodically by the Board of Supervisors, and are available from the Executive Office.

Travel Advances. The Executive Office will arrange for travel advances to provide for out-of-pocket expenses, including meals, lodging, transportation and other expenses not paid for in advance by the Housing Authority. Travel advances are based on rates approved by the Board of Supervisors.

Travel Expense Reconciliation. Immediately following the conclusion of a trip, the Executive Office will prepare and transmit to the Housing Commissioner a Travel Expense Report for signature. This signature certifies that all claimed expenses were incurred in connection with Housing Commission business. Only legitimate travel-related expenses can be claimed (e.g. meals, taxi fare to a meeting location, etc.). Reimbursements are not provided for expenses unrelated to the purpose of the trip (e.g. tee shirts, souvenirs, and other non-essential items).

The signed Travel Expense Report and all receipts must be submitted to the Executive Office within five (5) days after the form is received to enable prompt travel expense reconciliation.

VI. TRAVEL BY PERSONAL VEHICLE

Housing Commissioners may use personal vehicles and receive mileage reimbursements for approved travel to attend meetings and other Housing Authority-related functions.

Proof of Automobile Liability Insurance

At the time of initial appointment to the Housing Commission, and thereafter in April of each year of tenure, Housing Commissioners shall

provide the Executive Office with proof of automobile insurance coverage, as required under the Financial Responsibility Laws of the State of California.

During the period of appointment, Housing Commissioners shall be responsible for immediately notifying the Executive Office of any changes in driver's license status or insurance coverage that could negatively impact the Housing Authority (e.g. cancellation of insurance, driver's license suspension or revocation, arrest for driving under the influence of alcohol or illegal substances, etc.).

Mileage and Parking Reimbursements. Mileage and parking reimbursements are processed by the Executive Office, and may not exceed rates approved by the Board of Supervisors. The Executive Office will calculate mileage on the Internet and process monthly reimbursements for regular meeting attendance. Reimbursements for attendance at special meetings and other events must be in writing, and require valid receipts.

Use of Cellular Telephones. Housing Commissioners shall refrain from using cellular telephones while operating a vehicle on Housing Commission business. When placing or receiving calls, or when conversing by cellular telephone, drivers are required to pull over to a safe location in order to avoid distractions that might endanger the driver or others. This requirement also applies to when cellular hands-free equipment is in use.

Housing Commissioners should carefully read the cellular telephone owner's manual for safety instructions, such as avoiding placement of cellular telephone equipment near air bags, etc.

Housing Commissioners will be responsible for cellular telephone charges, unless the calls are made in the performance of Housing Commission business, and the purpose of the call(s) can be verified.

Please see Section VII below for additional information.

VII. TRAVEL BY RENTAL CAR

Rental cars may be used when it is necessary based on the requirements of the trip (e.g. when traveling out-of-town and a vehicle is necessary to attend a meeting), and when the cost will not exceed other transportation modes such as taxis, airport limousines and airport shuttles.

Rental Car Arrangements. When required, the Executive Office will reserve a rental car as part of the trip arrangements. Housing Commissioners may request permission to rent vehicles and pay by personal credit card or cash, and submit receipts to the Executive Office at the end of the trip.

Cellular Telephone Equipment. The renting of vehicles with cellular telephones is not permitted, unless the equipment is provided at no additional cost. Housing Commissioners will be responsible for cellular telephone charges, unless the calls can be verified as related to Housing Commission business.

Car Size and Upgrades. When traveling alone, only mid-size or smaller cars can be rented, based on need. The class of service may be upgraded one level under the following circumstances: when two or more Housing Authority representatives are traveling together; when the rental car can be upgraded at no extra cost; or when there is a pre-approved medical reason (i.e. drivers with disabilities).

When picking up the rental car, Housing Commissioners should check for any promotional rates, last-minute specials or free upgrades that could reduce the cost. In addition, corporate rates should be used when applicable.

Rental Car Inspections and Accidents. At the time of rental, the car should be inspected and detailed notations regarding any damage written on the contract before the vehicle is accepted. In the event of an accident, the driver should notify the Executive Office, rental car company, and the local authorities as required.

VIII. TRAVEL BY AIRLINE

Airlines may be used for authorized travel on behalf of the Housing Commission.

Airline Arrangements. The Executive Office makes airline arrangements for approved travel. Housing Commissioners may request permission to purchase their own tickets and submit receipts to the Executive Office at the end of the trip.

Reservations should be made as early as possible to take advantage of purchase discounts. Care should be taken to book the most economical flight available, taking into account interim stops, changing planes, and

other logistical factors that could impact the cost. Total costs cannot exceed approved limits.

Coach Class and Upgrades. All air travel must be in coach class. Upgrades at the expense of the Housing Authority are not permitted, unless the upgrade is necessary for efficiency of travel (e.g. avoiding long delays or stopovers), or for other reasons approved by the Executive Office. Housing Commissioners may elect to upgrade seating for any reason if it is at their own expense.

IX. TRAVEL BY TRAIN

The Executive Office will make arrangements for train travel when the cost will not exceed the cost of coach airfare for the same destination(s), based on rates approved by the Board of Supervisors. Housing Commissioners may request permission to make these arrangements, and submit receipts to the Executive Office for reimbursement.

X. OTHER PROVISIONS

The Housing Commission shall comply with all applicable travel policies and procedures approved by the Board of Supervisors and adopted for use by the Housing Authority.



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • www.lacdc.org • TTY: 323.838.7449



Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

January 26, 2005

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

**APPROVE AGREEMENT FOR THE PURCHASE OF 1,153 WALL FURNACES
FOR 1,104 PUBLIC HOUSING UNITS (4, 5)**

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners approve and authorize the Executive Director of the Housing Authority to execute an Agreement for the Purchase of Wall Furnaces, and all related documents, with Air Cold Supply-A Ferguson Enterprise, in the amount of \$363,203.65, for the purchase of wall furnaces for the Carmelitos housing development, located at 761 Via Carmelitos, Long Beach; the Foothill Villa housing development, located at 2423 Foothill Boulevard, La Crescenta; the Harbor Hills housing development, located at 26607 South Western Avenue, Lomita; and the Orchard Arms housing development, located at 23410 Wiley Canyon Road, Valencia.
2. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$363,203.65 in previously approved Community Development Block Grant (CDBG) Float Loan funds, for the purposes described herein.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of this action is to purchase 1,153 wall furnaces. A total of 1,104 wall furnaces will replace outdated equipment in one-, two-, and three-bedroom units located at four housing sites, and 49 wall furnaces are needed to replace a second wall furnace in the four-bedroom units at Carmelitos.



FISCAL IMPACT/ FINANCING:

There is no impact on the County general fund. The Housing Authority will fund the improvements with \$363,203.65 in CDBG Float Loan funds.

The per-unit cost of the 1,153 heaters is \$291, plus tax, a total of \$363,203.65. The staff estimate was \$320 each, plus tax, a total of \$399,399.20.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On May 11, 2004, the Board approved a CDBG Float Loan between the County of Los Angeles and the Housing Authority to provide funding for site and building improvements at six public housing developments, including the four subject properties.

The Housing Authority wishes to purchase 1,153 wall furnaces from Air Cold Supply-A Ferguson Enterprise to replace the existing wall furnaces at the four housing developments of Carmelitos, Foothill Villa, Harbor Hills, and Orchard Arms. The existing furnaces are over 10 years old and require frequent repairs. Also, the existing furnaces are discontinued models and parts are difficult to obtain.

A Request for Proposals for installation of the furnaces will be initiated as soon as your Board approves their purchase. Selection of a contractor to install the furnaces and safely dispose of the existing furnaces will likely be accomplished in March 2005. A request for the Board's approval of the selected installation contractor, and receipt of the furnaces from Air Cold Supply-A Ferguson Enterprise will be completed during the month of May 2005. Installation is scheduled for completion by June 30, 2005. The four housing sites have adequate space to securely store the wall furnaces on a short-term basis.

24 Code of Federal Regulations, Chapter 135, Section 3, states that the purchase of supplies and materials is exempt from compliance with Section 3 of the Housing and Community Development Act of 1968, as amended. Accordingly, the vendor is also exempt from compliance with the Greater Avenues for Independence (GAIN) Program and the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles.

The Agreement has been approved as to form by County Counsel and executed by Air Cold Supply-A Ferguson Enterprise.

ENVIRONMENTAL DOCUMENTATION:

Pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3), this action is excluded from the National Environmental Policy Act (NEPA) because it involves activities that will not alter existing environmental conditions. The action is not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines 15060 (c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

The environmental review record for this project is available for viewing by the public during regular business hours at the Housing Authority's main office, located at 2 Coral Circle, Monterey Park.

CONTRACTING PROCESS:

On November 1, 2004, the Housing Authority initiated an outreach to identify a vendor to provide the wall furnaces for the subject properties. Invitations for Bids were mailed to 69 firms identified from the Housing Authority's vendor list. Advertisements also appeared in eight newspapers and on the County web site. Twenty-two bid packages were requested and distributed.

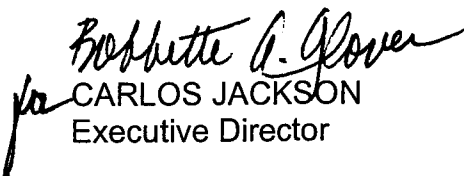
On November 23, 2004, six bids were received and formally opened. Three bids were found to be non-responsive. The lowest bid, for the Williams Furnace Company brand of wall furnaces, submitted by Air Cold Supply-A Ferguson Enterprise, was determined to be the most responsive and is being recommended for the Agreement award.

The Summary of Outreach Activities is provided as Attachment A.

IMPACT ON CURRENT PROJECT:

The purchase of the wall furnaces will upgrade and preserve the housing developments, and provide residents with properly functioning heating units.

Respectfully submitted,


CARLOS JACKSON
Executive Director

ATTACHMENT A

Summary of Outreach Activities

PURCHASE OF WALL FURNACES FOR CARMELITOS IN LONG BEACH, FOOTHILL VILLA IN LA CRESCENTA, HARBOR HILLS IN LOMITA, AND ORCHARD ARMS IN VALENCIA

On November 1, 2004, the following outreach was initiated to identify a vendor who could supply 1,153 wall furnace units for four public housing developments.

A. Newspaper Advertising

Announcements appeared in the following eight local newspapers:

Daily News Los Angeles	Long Beach Press Telegram
Eastern Group Publications	Los Angeles Sentinel
International Daily News	Los Angeles Times
La Opinion	WAVE Community Newspapers

An announcement was also posted on the County web site.

B. Distribution of Bid Packets

The Housing Authority's vendor list was used to mail out Invitations for Bids to 69 vendors, of which 22 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, 22 bid packages were requested and distributed.

C. Bid Results

On November 23, 2004, a total of six bids were received and publicly opened. Three bids were determined to be non-responsive. The results were as follows:

<u>Company</u>	<u>Bid Amount</u>
Air Cold Supply-A Ferguson Enterprise	\$363,203.65
Aero Fresh Industries, Inc.	\$394,694.96
Burke Engineering Co.	\$519,306.33

D. Minority/Female Participation – Firm Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Air Cold Supply-A Ferguson Enterprise	Non-Minority	Total: 14,656 2,420 minorities 3,272 women 17% minorities 22% women

F. Minority/Female Participation – Firms Not Selected

Aero Fresh Industries, Inc.	Non-Minority	Total: 12 1 minority 5 women 8% minorities 42% women
Burke Engineering Co.	Non-Minority	Total: 106 26 minorities 14 women 25% minorities 13% women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of Agreement is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

Agreement Summary

Project Name: Agreement for the Purchase of Wall Furnaces for Four Housing Developments
Location: Carmelitos, Foothill Villa, Harbor Hills and Orchard Arms Housing Developments
Vendor: Air Cold Supply-A Ferguson Enterprise
Services: Vendor to furnish 1,153 furnaces

Term and Conditions: The Agreement shall remain in full force and effect until all 1,153 furnaces are delivered on or before May 31, 2005.

Compensation: The total amount of compensation under the Agreement will not exceed **Three Hundred Sixty-three Thousand, Two Hundred Three Dollars and Sixty-five Cents (\$363,203.65)**.

Warranty: Vendor fully warrants all materials and equipment furnished under the terms of the Agreement against poor and inferior quality for a period to be agreed upon by the Housing Authority, but not less than 90 days from the date of final acceptance by the Housing Authority. Warranty from the manufacturer will be a one-year limited warranty.



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Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

January 26, 2005

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

**AUTHORIZE AMENDMENT TO CONTRACT BETWEEN THE HOUSING AUTHORITY
AND PHA FINANCE (ALL DISTRICTS)**

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners authorize the Executive Director of the Housing Authority to execute Amendment No. 1 to the Contract between the Housing Authority and PHA Finance, presented in substantially final form, to increase compensation by \$30,000, from \$49,999 to \$79,999, to be effective following approval as to form by County Counsel and execution by all parties; and authorize the Executive Director to expand the statement of work to include implementation of anticipated U.S. Department of Housing and Urban Development (HUD) regulatory revisions relating to public housing programs.
2. Recommend that the Board of Commissioners authorize the Executive Director of the Housing Authority to incorporate \$30,000 in Section 8 Administrative Reserves into the Housing Authority's approved 2004-2005 Fiscal Year budget for the above purpose.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of this action is to amend the Contract between the Housing Authority and PHA Finance to expand the statement of work to ensure compliance with anticipated HUD regulatory revisions.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund. The amendment will increase the Contract amount by \$30,000, from \$49,999 to \$79,999, using Section 8 Administrative Reserves to be incorporated into the Housing Authority's approved Fiscal Year 2004-2005 budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On October 8, 2004, the Housing Authority executed a one-year Contract with PHA Finance, under which the consultant would prepare fiscal and operational assessments, provide technical assistance, and prepare reports for public housing programs. These activities are necessary due to anticipated regulatory revisions by HUD that will impact public housing programs. The assessments included preparing all HUD quarterly, semi-annual and annual accounting and financial reports, analyzing and interpreting financial statements, budgets and related accounting and financial data, and assisting the Housing Authority in preparing other appropriate reports as required by HUD, state, federal, or local authorities. The original statement of work only included fiscal and operational assessments, technical assistance and report preparation. The Housing Authority is now requesting that the statement of work be amended to include assistance in implementing the revisions.

The 1999 HUD Appropriations bill called for HUD to conduct a study on the cost of operating well-run public housing programs. After the report was issued on June 6, 2003, HUD began the process of negotiated rulemaking, which brought together the parties affected by the rule to draft the regulation collectively. The resultant Interim Final Rule was approved on June 9, 2004, and requires public housing sites to move toward site-based budgeting under a new funding formula by October 2005. Site-based budgeting requires public housing sites to operate in the same manner as private sector housing units and become self-sustaining. Currently, the Housing Authority's public housing sites are operated under centralized management, therefore, site-based budgeting will be a major change.

On December 8, 2004, HUD issued Notice 2005-1 that modified the method of calculating and distributing funds for the Section 8 Housing Choice Voucher Program. The Section 8 Program is anticipating a reduction in funding from HUD for Fiscal Year 2005. PHA Finance will also assist the Housing Authority in meeting the challenges presented by this reduction in funding, while maintaining the same level of rental assistance services to low-income families participating in the Section 8 Program.

To meet the new HUD requirements, PHA Finance will assist in the preparation of the budget for public housing at a site-based level, identify strategies to maintain Section 8 Program service levels in light of revenue reductions, and assist in implementing solutions, and preparing any appeals to HUD for public housing program needs.

The Amendment to the Contract will be effective following approval as to form by County Counsel and execution by all parties.



ENVIRONMENTAL DOCUMENTATION:

The Amendment to the Contract between the Housing Authority and PHA Finance is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact or result in any physical changes to the environment. The activity is not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT SERVICES:

The actions requested will ensure the Housing Authority's compliance with HUD's anticipated regulatory revisions for public housing programs and will help the Section 8 Program better meet the challenges presented from an anticipated federal funding reduction.

Respectfully submitted,


 CARLOS JACKSON
Executive Director

CJ:PHACContract

Attachment: 1

AMENDMENT NO. 1 TO CONTRACT

THIS AMENDMENT NO. 1 TO CONTRACT is made and entered into this _____ day of _____, _____, by and between the Housing Authority of the County of Los Angeles, hereinafter called "Authority" and PHA Finance hereinafter called "Contractor".

WITNESSETH THAT:

WHEREAS, the Authority and the Contractor previously entered into an original Contract on October 8, 2004 that included Financial Assessment, Technical Assistance, and Report Preparation for Public Housing; and

WHEREAS, it now becomes necessary to amend said Contract and both parties are desirous of such amendment.

NOW, THEREFORE, in consideration of the mutual undertakings, herein, the parties hereto agree that said Contract be amended as follows:

1. Attachment A, Statement of Work: An amended Statement of Work is attached hereto and incorporated herein, and substituted in its entirety for the previously attached Attachment A.
2. Section 4, Compensation, is amended as follows:
 4. Consultant agrees to provide the services required per fee schedule described in Attachment B on an as needed basis by the Housing Authority for a contract amount not to exceed Seventy Nine Thousand and Nine Hundred and Ninety Nine Dollars and 00/100 (\$79,999.00), and the total compensation shall not exceed Seventy Nine Thousand and Nine Hundred and Ninety Nine Dollars and 00/100 (\$79,999.00), which includes all related expense.
3. All other terms and conditions of this Agreement shall remain the same and in full force and effect.

AMENDED STATEMENT OF WORK

1.0 SCOPE OF WORK

1.1 General Background

The Housing Authority of the County of Los Angeles (Housing Authority) is the County's affordable housing and community development agency. The Housing Authority helps to strengthen neighborhoods, empower families, support local economics, and promote individual achievement. In order to maintain the highest level of service possible, the Housing Authority seeks consultants to efficiently prepare assessments for public housing programs. The Housing Authority at its sole discretion may add and/or delete services as needed. This Statement of Work provides the specifications and requirements for providing the required services as described below:

2.0 GENERAL REQUIREMENTS

- 2.1. The Consultant shall provide qualified and experienced personnel required to perform all work in accordance with the Statement of Work.
- 2.2. The Consultant shall prepare all statements, tables, reports, ledgers, registers, journal entries, and all other work described herein in a timely manner.
- 2.3. The Consultant shall submit to the appropriate Housing Authority staff all reports for review and approval prior to release.
- 2.4. The Consultant shall have the capability to handle any increase or decrease in services.

3.0 TECHNICAL ASSISTANCE

- 3.1 Attend meetings with federal, state, and county authorities upon the request of the Executive Director or designee.
- 3.2 Provide technical assistance to non-accounting and accounting staff on as needed basis.
- 3.3 Advise on the status of internal control systems to ensure compliance with regulations.

4.0 **REPORTS**

- 4.1. The Consultant shall prepare, and submit to the Housing Authority for approval the following books and records, on as a needed basis:
 - 4.1.1. Year End Adjusted Journal Entries,
 - 4.1.2. General Ledgers,
 - 4.1.3. Cash Receipts Journals,
 - 4.1.4. Cash Disbursements Journals,
 - 4.1.5. General Journal and Supporting Documents,
 - 4.1.6. Reconcile and Review of all bank statements,
 - 4.1.7. Computerized Financial Statements for each program, in accordance with AICPA standards,
 - 4.1.8. Income Statement,
 - 4.1.9. Balance Sheet,
 - 4.1.10. Supporting Schedules, as required,
 - 4.1.11. Monthly reports.
- 4.2. The Consultant shall provide the appropriate Housing Authority staff with administrative expenses and analysis of special interest items (i.e. training, traveling, mileage, etc.) for grant programs.
- 4.3. The Consultant shall prepare all HUD quarterly, semi-annual and annual accounting and financial reports.
- 4.4. The Consultant shall, upon review and approval by the Housing Authority, submit all required reports to HUD with the appropriate number of copies.
- 4.5. The Consultant shall assist the Housing Authority in preparing other appropriate reports as required by HUD, state, federal, or local authorities.